

Burwell Parish Council
Finance and General Purposes
26.5.2026

Present: Paul Webb (Chair), Linda Kitching, Lea Dodds, Liz Swift Geraldine Tate, Hazel Barber, Yvonne Rix (RFO) and Katherine Hyett (Clerk)

<p>F&GP/26052026/01 Apologies for absences and declarations of interests</p>	<p>Apologies had been received from Yemi Macaulay and Brenda Wilson. There were no declarations of known interests.</p>
<p>F&GP/26052026/02 Approval of the minutes of the meeting held on 31st March 2026</p>	<p>The minutes of the meeting held on the 31st March 2026 were signed as a true and correct record.</p>
<p>F&GP/26052026/03 Consideration of the Action Sheet 1. Policy Review - Schedule of Policy Review</p> <p>2. CCLA Investment - Funds at 30.04.2026 £119,020.26</p>	<p><u>Policy Review</u> The Clerk reported that she is working on the schedule for reviewing the policies and will send the list to group members once finalised. The RFO will also have the list so that policies can be included on the agenda at the appropriate time.</p> <p><u>CCLA Funds</u> The group noted that the funds in the CCLA Account at the 30.4.2026 was £119,020.26.</p>
<p>F&GP/26052026/04 Health and Safety Matters:</p> <p>1. Adoption of new Health and Safety Policy – draft and summary of changes attached.</p> <p>2. Adoption of new lone workers policy – draft and summary of changes attached.</p> <p>3. Consideration of the need for further risk assessments to be undertaken.</p> <p>4. Any other matters</p>	<p>The Clerk reported that she has written the draft H&S Policy for the Council. This has been reviewed by Bright HR who have made a few minor amendments. The document now needs to be approved by Council to ensure legal compliancy. Once approved, more detail can be added to enhance the policy.</p> <p>Recommendation to Full Council that the Draft Health and Safety Policy is approved and adopted.</p> <p>A revised Lone Workers Policy has been shared with the Group. This needs to be revised regularly, at a minimum once per year.</p> <p>Recommendation to Full Council that the revised Lone Workers Policy is approved and adopted.</p> <p>The Clerk is currently working through all Council Risk Assessments. An external consultant is drawing up risk assessments for the Maintenance Officer, with some information needing to come from occupational health.</p> <p>None.</p>

F&GP/26052026/05 HR Matters	<p>The Clerk reported that Harvey Rowland is due to commence work on 1st June 2026. He will work 15 hours per week on a Monday, Tuesday, and Wednesday.</p>
<p>F&GP/26052026/06</p> <ol style="list-style-type: none"> 1. Update on CIL Funding 2. Update on provision of vehicle for Maintenance Officer 3. Update on the Communication Group 4. 3 to 5 Year Plan 	<p>Current unallocated CIL funding stands at £8959.91. The Clerk suggested that some of this funding could be used to make the play areas more inclusive. To be discussed further at the next meeting.</p> <p>Lea Dodds informed the group that he is still looking at feasible options.</p> <p>A meeting to be arranged for June 9th at 6.15 pm to finalise the terms of reference and protocol for the group prior to approval by the Council. It was generally felt that the group should consist of a mix of councillors to ensure a balance of views.</p> <p>It was noted that the 3 to 5 Year Plan would be discussed in more detail at the July meeting following the Strategy Day/Evening on the 16th June 2026.</p>
<p>F&GP/26052026/07 Investment of further funds in a higher interest rate account</p>	<p>After some discussion regarding options for investing the agreed £200,000 in a higher interest account the group recommends the following to Full Council proposed by Paul Webb and seconded by Geraldine Tate:</p> <p>That a 12-month fixed rate Unity Trust savings account is opened and £200,000.00 is transferred to the account from the Unity Trust current account.</p> <p>That £50,000.00 is transferred to the existing CCLA account from the Unity Trust current account.</p> <p>That following the presentation of Quarterly Reports consideration is given to the option of transferring further funding to a higher rate account.</p> <p>Paul Webb suggested that the Council should consider earmarking a further £50,000 for Newmarket Road Sports Hub from General Reserves. This to be considered at a later date.</p>
<p>F&GP/26052026/08 Audits:</p>	

<p>1. Internal Audit</p> <p>2. External Audit</p> <p>3. Exercise of Public Rights 2025/2026</p> <p>4. Appointment of Internal Auditor 2026/2027</p> <p>5. Scope of Audit 2026/2027</p>	<p>All items requested by Moore (Internal Auditors) have now been sent.</p> <p>All items required by the External Auditors (PK Littlejohn) need to be submitted by 1.7.2026. Aiming for the AGAR etc to be presented to Full Council on 9th June or 30th June 2026 subject to receipt of the internal audit report.</p> <p>The suggested date for this is 3rd June to 14th July but would suggest that the 1st July to 11th August is more appropriate for the Council.</p> <p>Council to be made aware that the Exercise of Public Rights for the financial year 2025/2026 will be from 1st July 2026 to 11th August 2026.</p> <p>Currently using Moore, Quote requested for 2026/2027. RFO to obtain further quotations and will bring back to the July F&GP meeting.</p> <p>Following a proposal from Paul Webb, seconded by Liz Swift that a recommendation is made to Full Council that the scope for audit for 2026/2027 is the same as 2025/2026 which will meet all governance requirements.</p>
<p>F&GP/26052026/09 Any urgent matters:</p> <p>1. Increased Mileage Rates</p>	<p>HMRC has increased the mileage allowance from 45p per mile to 55p per mile effective from 6.4.2026.</p> <p>Recommendation to Full Council that this increase is implemented for all authorised parish council travel.</p> <p>Proposed by Paul Webb and seconded by Linda Kitching.</p>
<p>F&GP/26052026/10 Date of the next meeting – 28th July 2026</p>	<p>The next meeting will be held on 28th July 2026.</p> <p>The meeting closed at 20.45 pm.</p>